

PARCEL NO. _____

MAP NO. _____

ZONING CLASSIFICATION: _____

Office Use Only

DATE SUBMITTED: _____

REVIEW DATE: _____

FILING FEE: \$50.00 (Payable to City of Sheboygan)

CITY OF SHEBOYGAN SITE PLAN REVIEW APPLICATION

(Requirements Per Section 15.908)
Revised October, 2002

Completed application must be filed with the Department of City Development, 807 Center Avenue. To be placed on agenda of the City Plan Commission, application must be filed two weeks prior to date of meeting. Applications that are not complete or that are not legible will not be accepted. Application filing fee is non-refundable.

1. APPLICANT INFORMATION

APPLICANT: _____

ADDRESS: _____

E-MAIL: _____

PHONE: () _____ FAX NO.: () _____

2. DESCRIPTION OF THE SUBJECT SITE/PROPOSED PROJECT

NAME OF PROPOSED/EXISTING BUSINESS: _____

ADDRESS OF PROPERTY AFFECTED: _____

LEGAL DESCRIPTION: _____

BRIEF DESCRIPTION OF **EXISTING** OPERATION OR USE: _____

BRIEF DESCRIPTION OF **PROPOSED** OPERATION OR USE: _____

BRIEF DESCRIPTION OF TYPE OF STRUCTURE: _____

3. NAME AND ADDRESSES

OWNER OF SITE: _____

ADDRESS: _____

E-MAIL: _____ FAX NO.: () _____

ARCHITECT: _____

ADDRESS: _____

E-MAIL: _____ FAX NO.: () _____

CONTRACTOR: _____

ADDRESS: _____

E-MAIL _____ FAX NO.: () _____

4. CERTIFICATE

I hereby certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

APPLICANT'S SIGNATURE

DATE

PRINT ABOVE NAME

5. APPLICATION SUBMITTAL REQUIREMENTS

A. A written description of the intended use describing in reasonable detail the:

- Current land use present on the subject property.
- Proposed land use for the subject property.
- Projected number of residents, employees and /or daily customers.
- Proposed number of dwelling units, floor area and impervious surface area.
- Operation considerations relating to hours of operation, projected normal and peak water usage, sanitary sewer and traffic generation.
- Operational considerations relating to potential nuisance creation pertaining to compliance with the performance standards addressed in Sub-Chapter 15-7 (Sections 15.701 - 15.721) of the Zoning Ordinance including: street access, traffic

visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage and hazardous materials.

- Exterior building and fencing materials (Section 15.718 and 15.720).
- If no nuisances will be created (compliance with the provisions of Sub-Chapter 15-7), then include the statement, "The proposed development complies with all requirements of Sub-Chapter 15-7"
- Possible future expansion and related implications for points above.
- Any other information pertinent to adequate understanding by the staff of the Department of City Development and the City Plan Commission of the intended uses and its relation to adjacent and nearby properties.

B. Submit TWO (2) copies of a property site plan drawing, which includes:

- If possible, provide a digital copy (computer CAD format) of plan(s) in addition to regular paper copies. The format should be as follows:
 - Autodesk (formerly AutoCAD): R.12,R.13,R.14*.DWG
 - Other software formats: *.DXF
- A north arrow and a graphic scale (not smaller than 1" = 100').
- Submit ONE (1) copy of a reduction of the plan at 11" X 17".
- The location of the subject property and its relationship to the nearest street intersection.
- All property lines and existing and proposed right-of-way lines with bearings and dimensions labeled.
- All existing and proposed easement lines and dimensions with and explanation of ownership and purpose.
- All building setback lines.
- All existing and proposed buildings, structures and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities and walls.
- The location and dimension of all curb cuts and throat widths of all access points onto public streets.
- The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus the number required by the ordinance.
- The location of all loading and service areas, and the dimensions of such areas.
- The location of all outdoor storage areas and the design of all screening devices.

- The location, type, height, size and lighting of all signage on the subject property.
 - The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property - including compliance with Section 15.707.
 - The location and type of any green space areas.
 - The location of existing and proposed drainage facilities.
- C. Submit TWO (2) copies of a detailed landscape plan of the subject property (Section 15.601).
- See landscape plan requirements and format.
- D. Submit TWO (2) copies of a grading and erosion control plan.
- Same scale as the main plan (or equal to 1" = 100').
 - Plan reduction at 11" X 17".
 - Showing existing and proposed grades including retention walls and related devices and erosion control measures.
5. Submit TWO (2) copies of the elevation drawings of proposed buildings or remodeling of existing buildings.
- Showing finished exterior treatment.
 - Labels depicting exterior materials, texture, color and overall appearance.
 - Perspective renderings of the proposed project and/or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.

NOTE

Initiation of Land Use or Development Activity

Absolutely no land use or development activity, including site clearing, grubbing, or grading shall occur on the subject property prior to the approval of the site plan by the City Plan Commission. Any such activity prior to such approval shall be a violation of law and shall be subject to all applicable enforcement mechanisms and penalties.

Modification of an Approved Site Plan

Any and all unauthorized variations between development and/or land use activity on the subject property and the approved site plan is a violation of law. An approved site plan may be revised so as to clearly and completely depict any and all proposed modifications to a previously approved site plan by the City Plan Commission. Prior to the initiation of said modifications, the City Plan Commission must approve the revised plan.

Office Use Only

ACTION BY CITY PLAN COMMISSION

DATE OF MEETING: _____

APPROVED: _____ CONDITIONALLY APPROVED: _____ DENIED: _____

CONDITIONS

SIGNATURE: _____

Director or Representative
Department of City Development

DATE: _____

NOTES

Permit may be revoked without notice if misrepresentation of any of the above information or attachments is found to exist.

Permit shall expire within six (6) months from date of approval unless substantial work has commenced.

Permit is null and void if issued in error. It is understood that any permit issued on this application will not grant any right or privilege to erect any structure or to use any permits for any purpose that is prohibited by the City Zoning Ordinance or any other state or local laws.

Changes in the plans or specifications submitted in the original application shall not be made without prior written approval of the City Plan Commission.

Check sidewalk grades from City Engineering Department with finished site grade.